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NOV 20 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

THRU: Chief of Administration, DL/P

SUBJECT: Survey Report of the Personnel Section/SE/Admin.

1. PROBLEM. To re-evaluate Personnel type T/O positions within SE Division with a view toward determining:

- a. The appropriate location, organizationally, for the most economic and efficient performance of essential Personnel functions, and
- b. The minimum number of personnel estimated to be required for the performance of such functions.

2. FACTS BEARING ON THE PROBLEM.

- a. This survey was limited to a brief study of the functions, records and procedures of the Personnel and Training Section, SE together with such workload data as was readily available.
- b. Functions are performed by five individuals on the Personnel and Training Section T/O though two of these actually work in the Office, Chief Admin/SE, and report only to him, rather than to the Chief, Personnel and Training Section. (See Tab A for staffing, T/O, functions and duties.)
- c. A study of SF-50 and/or SF-52 Personnel Actions for a three month period indicated an average of twenty-five personnel actions per month, twelve of which were reassignments and five promotion actions. (See Tab B for details of such actions.)

3. DISCUSSION.

- a. The distribution of personnel functions and duties in the SE Division and the manner in which they are administered differs from other Divisions in that:

- (1) Contract Agents, Staff Agents, and [REDACTED] are processed by an individual (with one clerk-typist) on the T/O of the Personnel and Training Section but reporting directly to the Chief/Admin.

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- (2) All briefing of Contract personnel is performed by one individual in Admin. (though a case officer may participate).
 - (3) The PER officer function is retained by the Chief/Admin.
 - (4) The functions of the Chief of Personnel and Training are confined in the main to Staff Employee personnel only.
 - (5) The Division Security function usually found in the Personnel Section is performed by the Chief/Admin.
 - (6) The Position Inventory Record system, in card form, is substituted for in a typewritten list file.
- b. Tab C indicates the personnel records and files maintained within and outside the Personnel and Training Section.
- c. The SE Division has never had a field T/O as such, in that personnel were slotted against projects, Edict stations and "pools". This situation will be corrected in that a current T/O is being developed with an allocation of [REDACTED] made by DD/P Admin. 25X9A2

4. CONCLUSIONS.

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- a. It is believed that the functions pertaining to [REDACTED], Staff Agents and certain of the Contract Agent functions such as reviewing the check lists, liaison with Senior Staff Contract Officers and the Agency Contract Officer should be performed under the cognizance of the Chief, Personnel and Training.
 - b. The function of Personnel Evaluation Officer should be delegated to the Chief, Personnel and Training in order to further consolidate personnel functions and relieve the Chief/Admin, SE of such duties.
 - c. The briefing of Contract Agents can well be assumed by case officers with the help and advice of the Personnel and Training Officers and the Finance Division of the Comptroller's Office.
 - d. All personnel type files should be placed under the cognizance of the Chief, Personnel and Training Section, which should accrue such benefits as increased utilization of clerical personnel.
 - e. A Position Inventory Record system, in lieu of the present typewritten list of T/O slots and incumbents, should be installed at the earliest possible date. The Director of Personnel, DD/A has indicated that technical and clerical

the installation of such records.

5. RECOMMENDATIONS.

- a. That the functions pertaining to [REDACTED], Staff Agents, and Contract personnel be consolidated under the Chief, Personnel and Training Section. 25X1C4a
- b. That Contract Agent briefing be performed by Case Officers and Branch personnel with advice and assistance from Personnel and Training Section and Finance Division.
- c. That all personnel files be centralized in the Personnel and Training Section, SE.
- d. That a Position Inventory Record Card System be installed immediately on approval of the new T/O and that the Director of Personnel be requested to provide technical assistance in its installation.
- e. That the PER Officer function be delegated to the Chief, Personnel and Training Section.
- f. That the new T/O for the Personnel and Training Section/SE be limited to no more than three slots.
- g. That the functions outlined in Tab D be tentatively recognized as functions which should be placed in Personnel and Training Section, SE.
- h. That consideration be given to the ultimate elimination of individual personnel file folders and Position Inventory cards be used in lieu thereof.

6. COORDINATION. The comments of the Chief/Admin/SE are attached as Tab E.

Attachments:
A thru E

[REDACTED]
Assistant Management Officer, DD/A Area
(For the Clandestine Services)

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Technical Advisor :

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[REDACTED]
Plans Research and Development Staff
Personnel Office, DD/A

Approved: [REDACTED]

W. L. PEEL

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